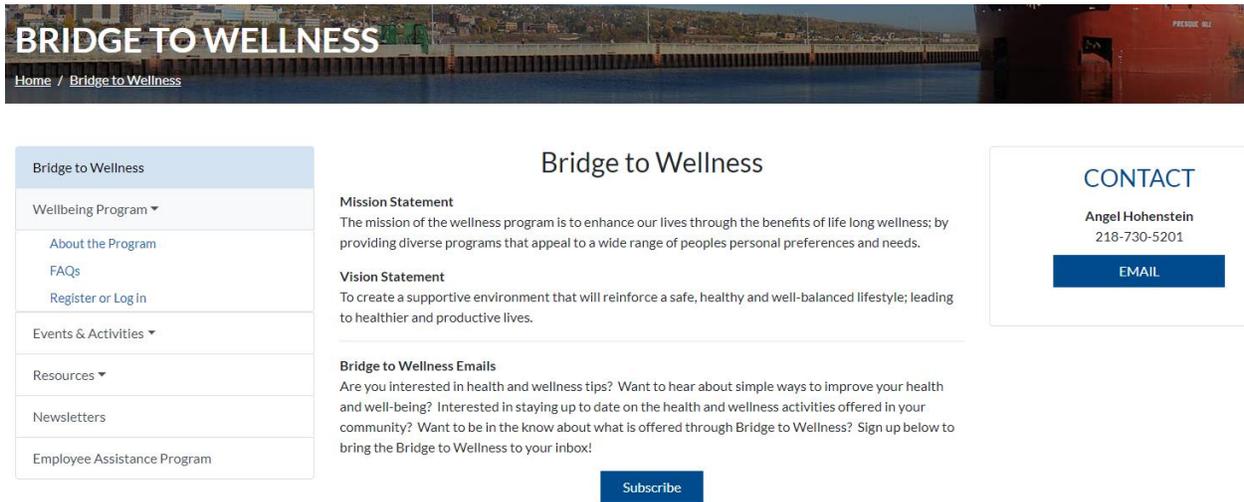


STEP BY STEP GUIDE TO ONLINE TRACKING SYSTEM FOR WELLBEING PROGRAM

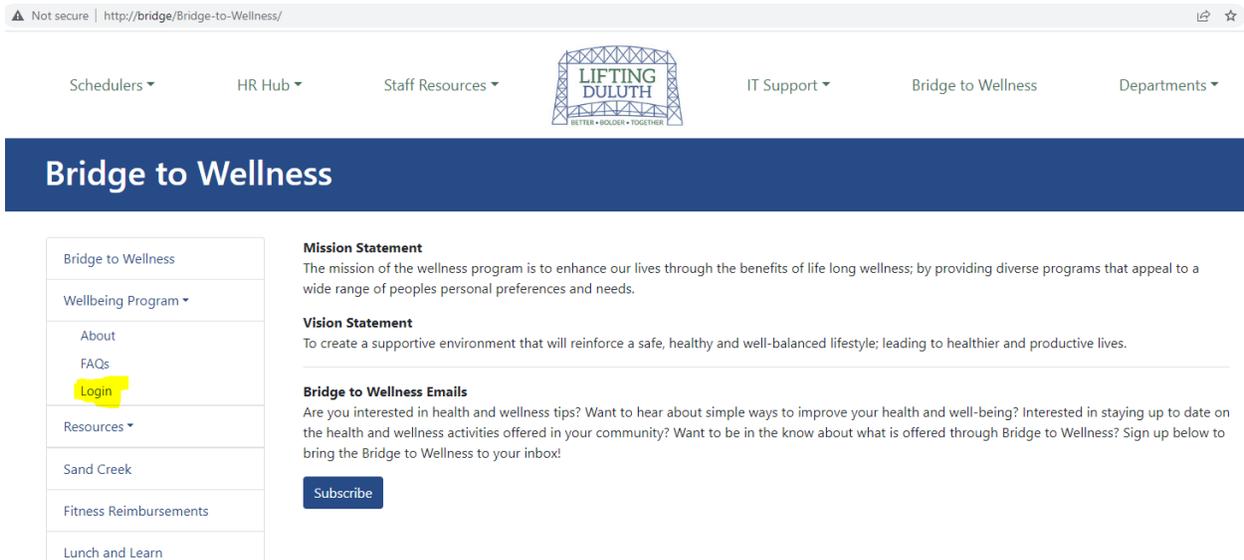
Step 1: Go to the Bridge (either “internally” or from the [City of Duluth website](#) as pictured below)



The screenshot shows the Bridge to Wellness website. At the top, there is a banner with the text "BRIDGE TO WELLNESS" and a navigation bar with "Home / Bridge to Wellness". Below the banner, there is a main content area with the heading "Bridge to Wellness". On the left side, there is a sidebar menu with the following items: "Bridge to Wellness", "Wellbeing Program" (with a dropdown arrow), "About the Program", "FAQs", "Register or Log In", "Events & Activities" (with a dropdown arrow), "Resources" (with a dropdown arrow), "Newsletters", and "Employee Assistance Program". The main content area contains three sections: "Mission Statement" (The mission of the wellness program is to enhance our lives through the benefits of life long wellness; by providing diverse programs that appeal to a wide range of peoples personal preferences and needs.), "Vision Statement" (To create a supportive environment that will reinforce a safe, healthy and well-balanced lifestyle; leading to healthier and productive lives.), and "Bridge to Wellness Emails" (Are you interested in health and wellness tips? Want to hear about simple ways to improve your health and well-being? Interested in staying up to date on the health and wellness activities offered in your community? Want to be in the know about what is offered through Bridge to Wellness? Sign up below to bring the Bridge to Wellness to your inbox!). Below the "Bridge to Wellness Emails" section, there is a blue "Subscribe" button. On the right side, there is a "CONTACT" section with the name "Angel Hohenstein", the phone number "218-730-5201", and a blue "EMAIL" button.

From the City of Duluth website, you will click on the “Register or Log in” tab under “Wellbeing Program” as listed on the left side of the page.

Step 2: Click on the green “Register Now!” button if using the City of Duluth Bridge page. If you are using the “[internal](#)” Bridge (picture below) you will click on the “Login” link



The screenshot shows the internal Bridge to Wellness website. At the top, there is a browser address bar with "http://bridge/Bridge-to-Wellness/". Below the address bar, there is a navigation bar with the following items: "Schedulers" (with a dropdown arrow), "HR Hub" (with a dropdown arrow), "Staff Resources" (with a dropdown arrow), the "LIFTING DULUTH" logo (with the tagline "BETTER • BOLDER • TOGETHER"), "IT Support" (with a dropdown arrow), "Bridge to Wellness", and "Departments" (with a dropdown arrow). Below the navigation bar, there is a blue header with the text "Bridge to Wellness". On the left side, there is a sidebar menu with the following items: "Bridge to Wellness", "Wellbeing Program" (with a dropdown arrow), "About", "FAQs", "Login" (highlighted in yellow), "Resources" (with a dropdown arrow), "Sand Creek", "Fitness Reimbursements", and "Lunch and Learn". The main content area contains three sections: "Mission Statement" (The mission of the wellness program is to enhance our lives through the benefits of life long wellness; by providing diverse programs that appeal to a wide range of peoples personal preferences and needs.), "Vision Statement" (To create a supportive environment that will reinforce a safe, healthy and well-balanced lifestyle; leading to healthier and productive lives.), and "Bridge to Wellness Emails" (Are you interested in health and wellness tips? Want to hear about simple ways to improve your health and well-being? Interested in staying up to date on the health and wellness activities offered in your community? Want to be in the know about what is offered through Bridge to Wellness? Sign up below to bring the Bridge to Wellness to your inbox!). Below the "Bridge to Wellness Emails" section, there is a blue "Subscribe" button.

Step 3: Once you have clicked “Register Now!” it will bring you to the below page, where you will click on “[Register as a new user](#)” (underneath email and password)

Log in - wellness wellbeing Prog x duluthmn.gov: City of Duluth, MN x

https://cityapps.duluthmn.gov/Wellness/Account/Login?ReturnUrl=%2FWellness%2FManage.aspx

Apps Getting Started Imported From Firefox Wellness

Wellness Wellbeing Manage Progress Documents FAQ

Log in.

Email

Password

Remember me?

[Log in](#)

[Register as a new user](#)

[Forgot your password?](#)

Step 4: As a new user, you will need to provide First Name (as it appears on your paycheck); Last Name; Organization (select from Airport Authority, City of Duluth, DECC or HRA); Employee Number - which is found on your paycheck or if you are a City employee with a City “badge” it will also be on the back of the badge; email address (you choose); and password (you choose as well).

The following page displays what the Register page looks like. You will have to create your own password, confirm it and then click on the box next to “I’m not a robot”, select the images it asks for and when “verified that you are human” click on the “Register” button.

You will only complete this step ONCE. You will not be asked to recreate an account, however you will need to remember your email address and password.



Register.

First name, last name, and employee number should match your organization's employee information.

First Name

Last Name

Organization

Employee Number

Email

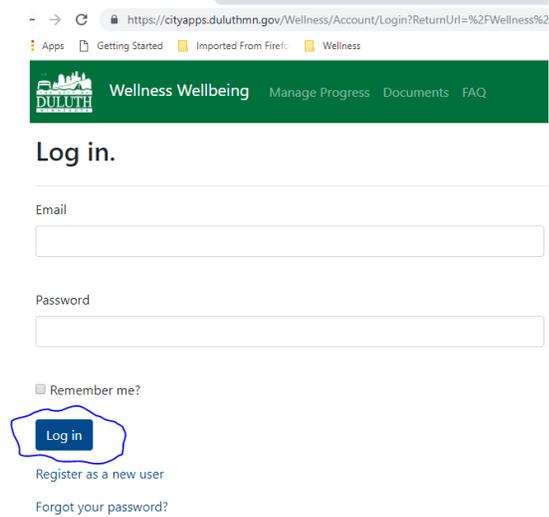
Password

Confirm password

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Register

Step 5: Once you have registered as a new user, it is time to start entering your points! On the [Log in](#) (or home) page, enter your email and password and then click Log in:



https://cityapps.duluthmn.gov/Wellness/Account/Login?ReturnUrl=%2FWellness%2F

Apps Getting Started Imported From Firefox Wellness

Wellness Wellbeing Manage Progress Documents FAQ

Log in.

Email

Password

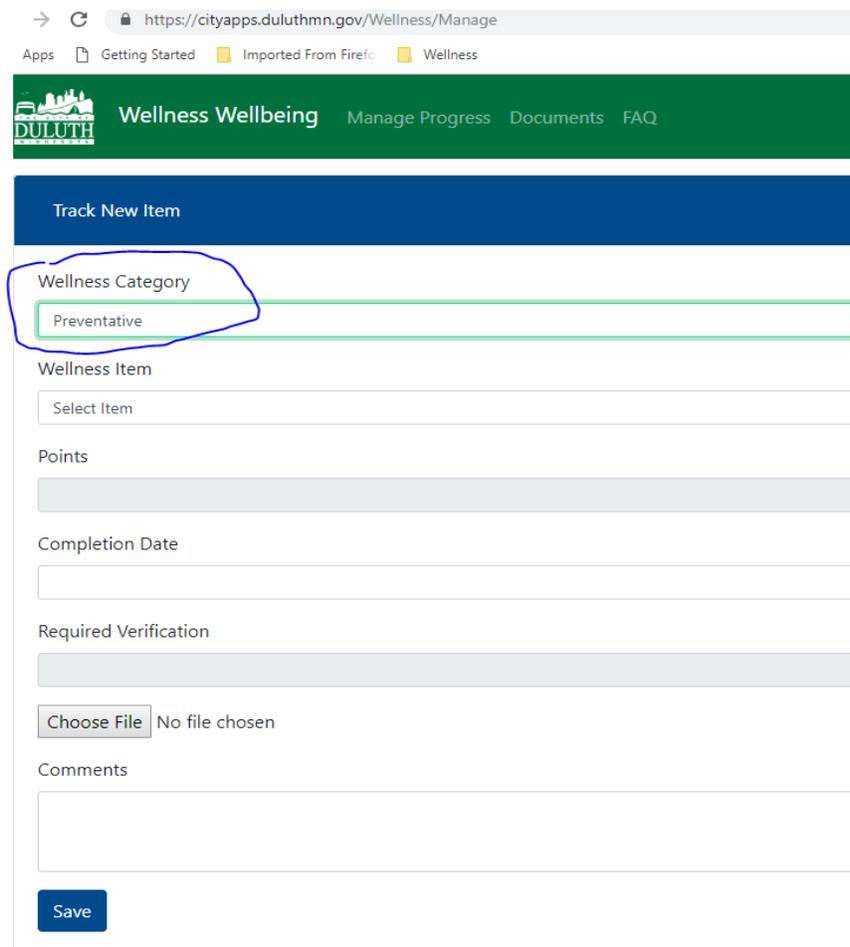
Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

Step 6: Once you are logged in you will be able to enter your activities and upload the necessary documentation. Here you will select your “Wellness Category” by clicking on the drop-down arrow and select your category...below the example pictures Preventative:



https://cityapps.duluthmn.gov/Wellness/Manage

Apps Getting Started Imported From Firefox Wellness

Wellness Wellbeing Manage Progress Documents FAQ

Track New Item

Wellness Category

Preventative

Wellness Item

Select Item

Points

Completion Date

Required Verification

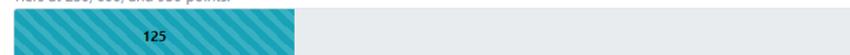
Choose File No file chosen

Comments

Save

You have completed 125 out of a possible 1950 points.

Tiers at 250, 600, and 950 points.



Step 7: Select the “Wellness Item” next, for example if it is your “Annual Preventative Screening” you will select that item and the points will automatically be displayed. You enter the “Completion Date”. You WILL need to upload the “required verification” document for this and some of the other Wellness Items.

Track New Item

Wellness Category
Preventative

Wellness Item
Annual Preventative Physical (must include age-appropriate screenings) with primary care physician within the program year

Points
100

Completion Date

Required Verification
Copy of signed & completed Physician Form or paid bill

No file chosen

Comments

Step 8: Click on the “Choose File” button to upload the document you need to provide (if required), then click Save:

Track New Item

Wellness Category
Preventative

Wellness Item
Annual Preventative Physical (must include age-appropriate

Points
100

Completion Date
12/28/2018

Required Verification
Copy of signed & completed Physician Form or paid bill

General medical form 1.pdf

Comments

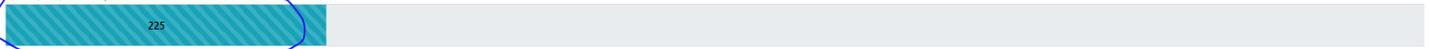
Step 9: Once you have clicked “Save” you will be able to see your progress on the “progress bar” and also be able to select the Wellness Category below to see what you have already added, and/or delete an item if you uploaded the wrong document:

Choose File No file chosen

Comments

Save

I have completed 225 out of a possible 1950 points.
at 250, 600, and 950 points.



Preventative (125/350)

| Description | Points Possible (350) | Points Earned | Completion Date | File Uploaded | Comments |
|--|-----------------------|---------------|-----------------|----------------------------|----------|
| Annual Preventative Physical (must include age-appropriate screenings) with primary care physician within the program year | 100 | 100 | 12/28/2018 | General medical form 1.pdf | Delete |
| Dental Exam every 6 months (25 pts./exam; max. 2) | 25 | 25 | 12/28/2018 | Dentist AH Dec 2018.pdf | Delete |
| | 25 | - | | | |

Step 10: Continue to add your items as you go! You can log off when you are finished adding your item(s) and go back in to the Wellbeing site at any time. If you did not bookmark the site, you can always click on the “Register now” button on the Bridge and simply log in from there.